

**BY ORDER OF THE COMMANDER
18TH WING (PACAF)**

18TH WING INSTRUCTION 36-2901

6 JUNE 2013



Personnel

**COMMERCIAL ACTIVITY AND
PRIVATE EMPLOYMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-29, *Military Standards*, and receives guidance from United States Forces Japan (USFJ) Instruction 36-1001, which requires command approval before commencing off-duty or civilian employment. This instruction applies to all members of the United States Armed Forces, civilian components, and dependents in Japan as described in Article I of the Status of Forces Agreement (SOFA), who are assigned, attached, or associated with the 18th Wing, its subordinate organizations, and Air Force associate units on Okinawa. It applies to dependents who wish to engage in employment other than in official, appropriated, or non-appropriated fund positions with the US Government. Additionally, provisions concerning commercial activities in military family housing apply to all personnel residing in military housing on Okinawa. This instruction establishes mandatory procedures for obtaining approval. Failure by military members to follow these procedures is punishable under the Uniform Code of Military Justice (UCMJ). Civilian employees of the Air Force may be punished in accordance with civilian personnel instructions. Violations may also result in removal from base quarters and loss of other privileges. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 974; 10 U.S.C. 8013; Executive Order 9397; DoD 5500.7-R. The applicable Privacy Act System of Records Notice (SORN) F036 AF PC N, *Unit Assigned Personnel Information*, is available at <http://privacy.defense.gov/notices/usaf/>. This publication does not apply to the Air National Guard or US Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through chain

of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include clarification of individuals to whom the publication applies.

1. Policy.

1.1. Air Force military members and civilian employees seeking off-duty employment will submit an AF IMT 3902, *Application and Approval for Off-Duty Employment (PA)*. Dependents who wish to engage in employment other than in official, appropriated, or non-appropriated fund positions with the US Government will submit an AF IMT 3902, as well. The AF IMT 3902 will serve as the “notification of intent” referenced in USFJ Instruction 36-1001 for civilians and dependents. “Employment” includes home businesses, self-employment, or any other form of revenue-generating activity for personal gain. The AF IMT 3902 should describe in detail the nature, location, and scope of the proposed employment and how it will be conducted.

1.2. The AF IMT 3902 will be renewed annually. Individuals approved for employment must notify the approving authority of any change in the nature or termination of employment.

1.3. Commanders will approve or disapprove applications based on evaluation for compliance with this instruction, local command regulations, USFJ Instruction 36-1001, DoD 5500.7-R, and the U.S. and Japanese laws.

2. Procedures.

2.1. Air Force Military Personnel.

2.1.1. The AF IMT 3902 will be submitted first to the applicant’s supervisor for review to determine whether the proposed employment conflicts with the applicant’s duties, duty schedule, or duty performance.

2.1.2. The AF IMT 3902 will then be forwarded to the 18th Wing Legal Office (18 WG/JA) to review the application for legal sufficiency and recommend approval or disapproval.

2.1.3. If the proposed off-duty employment will occur in military family housing, the AF IMT 3902 will be submitted to the 718th Civil Engineering Squadron Housing Flight (718 CES/CEH) prior to 18 WG/JA. See paragraph 3 for restrictions on activities within military family housing.

2.1.4. The AF IMT 3902 will then be forwarded to the applicant’s unit commander for approval or disapproval.

2.1.5. If the proposed off-duty employment will occur in military family housing, a copy of the approved AF IMT 3902 must be provided to the 718th Civil Engineering Housing Flight (718 CES/CEH) for filing within their respective housing folder.

2.2. Air Force Civilian Employees.

2.2.1. The AF IMT 3902 will be submitted first to the applicant's supervisor for review to determine whether the proposed employment conflicts with the applicant's duties, duty schedule, or duty performance.

2.2.2. The Air Force IMT 3902 will then be forwarded to the 18th Wing Legal Office (18 WG/JA) to review the application for legal sufficiency and recommend approval or disapproval.

2.2.3. If the proposed off-duty employment will occur in military family housing, the AF IMT 3902 will be submitted to the 718th Civil Engineering Squadron Housing Flight (718 CES/CEH) prior to 18 WG/JA. See paragraph 3 for restrictions on activities within military family housing.

2.2.4. The AF IMT 3902 will then be forwarded to the applicant's unit commander for approval or disapproval.

2.2.5. If the proposed off-duty employment will occur in military family housing, a copy of the approved AF IMT 3902 must be provided to the 718th Civil Engineering Housing Flight (718 CES/CEH) for filing within their respective housing folder.

2.3. Dependents of Air Force Military and Civilian Personnel.

2.3.1. The AF IMT 3902 will be forwarded to the 18th Wing Legal Office (18 WG/JA) to review the application for legal sufficiency and recommend approval or disapproval.

2.3.2. If the proposed off-duty employment will occur in military family housing, the AF IMT 3902 will be submitted to the 718th Civil Engineering Squadron Housing Flight (718 CES/CEH) prior to 18 WG/JA. See paragraph 3 for restrictions on activities within military family housing.

2.3.3. The AF IMT 3902 will then be forwarded to the sponsor's commander for approval or disapproval.

2.3.4. If the proposed off-duty employment will occur in military family housing, a copy of the approved AF IMT 3902 must be provided to the 718th Civil Engineering Housing Flight (718 CES/CEH) for filing within their respective housing folder.

3. Commercial Activities in Military Family Housing.

3.1. All Air Force military members, civilian employees, and dependents desiring to conduct business in their military family housing must submit their AF IMT 3902 through the 718th Civil Engineering Housing Flight (718 CES/CEH) prior to coordinating their application through the 18th Wing Legal Office (18 WG/JA). Army, Navy, or Marine military members, civilian employees, and dependents desiring to conduct business in military family housing will also submit their service's request form through 718 CES/CEH prior to coordinating through their service's legal office and command structure.

3.2. Each applicant must follow military base housing regulations, including AFI 36-2001, *Family Housing Management*. Individuals approved to operate a home business in military family housing must notify the 718 CES/CEH of any housing assignment changes.

3.3. Food Preparation. In accordance with AFI 48-116, *Food Safety Program*, and the Food and Drug Administration (FDA) Food Code, using a private home as a food establishment is prohibited. A “food establishment” includes any operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption. Direct questions as to whether the intended business falls within the broad definition of a “food establishment” to the 18th Wing Public Health Flight (18 MDG/SGPM).

3.4. Home Child Care. If the business relates to home child care, 18th Services Squadron Family Child Care (18 SVS/SVYD) must be contacted and home child care provision complied with.

3.5. Licensing and Certification. Home business that would require licensing and certification in the United States will possess a current license from one of the United States or United States Territories. All associated professional requirements required in the United States will be maintained and followed.

3.5.1. Operators of home cosmetology, manicurists, nail technicians, and other aesthetics businesses must possess a current license from one of the United States or United States Territories and meet the requirements of AFI 48-117, *Public Facility Sanitation*. Questions about the adequacy of a license or certification should be directed to Public Health Flight, 18 MDG/SGPM.

3.5.2. Home business that require the use of invasive procedures of the breaking of intact skin are prohibited. There include, but are not limited to, tattooing, ear piercing, body piercing, and the lancing of pimples. Direct questions to the Public Health Flight, 18 MDG/SGPM.

3.6. Each home business must make available to all customers, or post prominently in the place of business, the following: “Permission by Kadena Air Base authorities for (name & title) to provide (type of business) services on (military installation) does not constitute an endorsement of such services by Kadena Air Base, the United States Air Force, or the United States Government. The United States Government will not be responsible for quality or the adequacy of any services provided. Individuals using these services do so at their own risk.”

3.7. Solicitation.

3.7.1. Solicitation (door to door) within military family housing is prohibited. This instruction only addresses commercial activities, not fund-raising.

3.7.2. Business may be conducted at an individual’s residence if the occupant requests and sponsors the vendor into housing. Occupants will be required to ensure vendors are properly cleared and escorted onto the installation, if necessary.

3.7.3. All military and civilian personnel living off-base desiring to be a “base-approved home business” will request approval through the Commander, 18th Mission Support Group (18 MSG/CC).

3.8. An AF IMT 3902 is not necessary for civilian employees and dependents conducting the following activities:

3.8.1. Teaching a language on – or off-base.

3.8.2. Earning pocket money on-base (for example, baby-sitting and newspaper routes).

3.9. Use of Military Postal Service (MPS) to receive or mail items for resale is prohibited by DoD Postal Manual 4525.6-M, Appendix A. Home businesses that require postal service are advised to either have the goods shipped directly to the purchaser or receive the goods at an off-base post office.

4. Unit Commander Responsibilities.

4.1. Ensure that applicants renew their AF IMT 3902 annually.

4.2. If the proposed off-duty employment will occur in military family housing, ensure the applicant or their sponsor provides a copy of the approved AF IMT 3902 to the 718th Civil Engineering Squadron Housing Flight (718 CES/CEH).

4.3. Maintain a copy of the approved AF IMT 3902 in the applicant's or sponsor's (for dependents) personnel file.

MATTHEW H. MOLLOY, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-29, *Military Standards*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF IMT 3902, *Application and Approval for Off-Duty Employment*